

## **Privacy Notice for Students Darlington College July 2022**

### **Notice about how we use your personal information**

We are the data controller of personal information about you. We are: Darlington College. Our address is: Central Park, Haughton Rd, Darlington DL1 1DR

Our Data Protection Officer is Jeremy Mussell, IT Manager. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at Central Park, Haughton Rd, Darlington DL1 1DR tel: 01325 503027; email: [jmussell@darlington.ac.uk](mailto:jmussell@darlington.ac.uk)

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

### **The information that you give us**

As part of your admission to the College we may collect your personal details including: name, address, date of birth, telephone number, email address, national insurance number, first and second language, employment data, dates of attendance, exam/test results, religion, ethnicity, health information (including mental health), doctor's details, behaviour record, sex-related information, genetic data, learning difficulty, disability, special needs details, residency status, household situation, benefits received, criminal convictions, sports team membership, photo, funding information, bank details, pre-pay card information (to use in cafeteria), free school meals and bursaries.

As part of the delivery of our courses to you, our staff will collect (e.g. for marking purposes), the work that you create as well as images, films and audio recordings. In addition, when you use the IT systems we provide you with access to, we will process the data you input.

To maintain our Alumni network we collect and hold the following information about you: name, address, date of birth, sibling details, former school and employment, positions and interests held at school and work and reports.

### **The uses made of your personal information**

We will use your information to manage and administer your education. This will include: putting together class lists, trip lists, sending event invitations, communicating with you, dealing with admissions, putting together reports and registers, checking entrance exam results, allocating you to the correct classes for assessments, making arrangements for exams or visits, considering whether to offer places to students, considering whether special provision or assistance is required for exams and visits, being able to tell other colleges and educational organisations your attendance dates if you leave, reports, employer information (for example for apprentices and day release students) and identifying pupils who cannot be used for marketing photos. We will use your information for the purposes of teaching you and measuring your achievements. We will use your information to manage and administer our Alumni network. This will include: photography, film and audio.

## **The legal basis on which we collect and use your personal information.**

Generally, the information is processed as part of our public interest task of providing education to you.

Where that information is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

Where you have previously studied at the College or commenced an application process with us before, then we will send you information about the courses we provide on the basis of our legitimate business interests. In doing so, we will comply with the requirements of the “soft opt in” and offer you an opportunity to refuse marketing when your details are first collected and in subsequent messages (by way of own unsubscribe). Any other marketing, we carry out will be on the basis of consent.

## **How long we keep your personal information.**

Your personal information will be kept for various periods of time according to our retention of documents policy.

## **How we share your personal information.**

As an education institution receiving public funding, we may be required to share personal data with local and national government bodies and public sector agencies such as:

- Department for Education (DfE)
- Department for Business, Innovation, and Skills (BIS)
- Ofsted
- Education & Skills Funding Agency (ESFA)
- Department of Health (DH)/Primary Care Trusts (PCT) to meet health and safety obligations including reporting any legally notifiable disease
- Learning Records Service (LRS)
- Local Authorities
- Job Centre Plus
- Schools and Nurseries
- Higher Education establishments
- Parents/Guardians/Carers for those under 18 or those classed as vulnerable adults

We may also share your personal information with third parties who provide services to the College, such as:

*Organisation / type of organisation:*

- Employers if you are an apprentice or you attend an industrial placement.
- Haven – pre-pay card information (to use in cafeteria)

- CPOMS – safeguarding and child protection
- The Skills Network – e-learning courses
- Construction Industry Training Board (CITB)
- Public Service organisations
- Care home and Health establishments
- Training providers
- Centre for Research in Mathematics Education, University of Nottingham
- Management Information Service (MIS) Provider

*Service:*

- Providing part of the training and learning for the course/apprenticeship that you are attending.
- Providing services such as pre-paid catering cards
- Ensuring all students are safeguarded
- Helping you to progress to and from other organisations
- Research to help you succeed in your chosen course
- Helping you find employment or work experience
- Receiving information from schools to help you progress in your training and studies
- Ensure your data is being processed accurately and securely

We may also provide information to your employer or other organisations such as local authorities if they are paying for the course as they are the purchaser of our service and they require information on attendance and progress.

We do not store or transfer your personal data outside Europe.

## **WILL WE MONITOR YOUR USE OF THE COLLEGE'S COMPUTERS?**

We keep an eye on how you use the College's equipment and computers and what websites you go on when you are browsing the internet at College. This is because we have legal obligations to protect you, and we also have a legitimate interest in making sure you are using our computer equipment correctly and that you are not looking at any inappropriate content.

If you want to browse the internet privately, you will need to use your own devices which are not linked to the College's network or internet connection.

## **YOUR RIGHTS OVER YOUR PERSONAL INFORMATION**

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);

- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information;
- the right to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

## **CHANGES TO OUR PRIVACY POLICY**

We keep our privacy policy under regular review. Any changes we make to our privacy policy in the future will be notified to you by email.

### **LRS Privacy Notice Dec 2018**

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to:

<https://www.gov.uk/government/publications/lrs-privacy-notices>

### **TVCA Privacy Notice March 2022**

This Policy outlines the Tees Valley Combined Authority's Privacy, Cookies and Fair Processing Policy.

This Policy outlines our commitment in using data both fairly and in accordance with Data Protection principles.

The privacy notice can be accessed here:

<https://teesvalley-ca.gov.uk/privacy-policy>

## **Key Stage 5 and Adult Education Privacy Policy July 2022**

This privacy notice explains how the Department for Education (DfE) uses (processes) any personal data you give to us, or any that we may collect about you in relation to Key Stage 5 and adult education.

Key Stage 5 and adult education includes learners that stay in full-time education in schools, sixth-form colleges, further education colleges or University Technical College; or learners that start an apprenticeship or traineeship.

For the purposes of relevant data protection legislation, the DfE is the data controller for personal data, this includes personal data processed by Education and Skills Funding Agency (ESFA).

The privacy notice can be accessed here:

<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education/privacy-notice-for-key-stage-5-and-adult-education>